

SHERIFF SALE

INSTRUCTIONS:

1. Write a letter to the Title and Registration Bureau or Motor Vehicle Division of whatever state the vehicle is licensed in. Give a total description of the vehicle (year, make, model, serial number, title number and license number). Make a thorough search of the vehicle for any old registrations or any other pertinent information to send to the Motor Vehicle Division. (In Montana, there is a \$6.00 search fee, so be sure to include a check made out to the State of Montana and fill out the attached form "Release of Motor Vehicle Records". This form is used to get information using a license plate number, vehicle description, or person's name.)
2. Ask the Registrar for the last known registered owner and lien information. If there is a lien, your letter from the Motor Vehicle Division will advise who the lienholder is and the lienholder's address. Contact the lienholder to ascertain whether or not the lien has been released and what can be done to satisfy it. If the lien is satisfied, then follow Step 3.
3. Send a **certified letter (return receipt requested)** to the last known owner and any lienholders, advising that you have the vehicle in your possession and you are asking the Sheriff's Office to help you obtain a title. A sample letter is included in this packet. You are allowed an \$8.00 per day storage fee of which you can advise the registered owner in your letter. You will get back from the post office either the green card (return receipt) or the entire letter as undeliverable. Allow 15 days to respond.

(NONE OF THE ABOVE PAPERWORK CAN BE OVER SIXTY (60) DAYS OLD WHEN RETURNED TO THIS OFFICE)

4. Bring the letter from the Motor Vehicle Division and the certified article(s) to the Sheriff's Office Civil Department and we will proceed with a Sheriff Sale.

Title and Registration Bureau
1032 Buckskin Drive
Deer Lodge, MT 59722

Department of Motor Vehicles
P.O. Box 942869
Sacramento, CA 94269-0001

Transportation Department
Box 7129
Boise, ID 83707-1129

Motor Vehicle Division
1905 Lana Ave NE
Salem, OR 97310

Department of Motor Vehicles
P.O. Box 9909
Olympia, WA 98504

Department of Transportation
1801 W Jefferson Street
Phoenix, AZ 85007

Department of Transportation
P.O. Box 1708
Cheyenne, WY 82003-1708

Vehicle Titles & Registration
4000 Jackson Avenue
Austin, TX 78731-9904

State Tax Commission
Motor Vehicle Division
210 N 1950 W
Salt Lake City, UT 84134

Motor Vehicle Division
Denver, CO 80261-0016

Department of Motor Vehicles
555 Wright Way
Carson City, NV 89711

*For other states, contact the Department of Motor Vehicles at (406) 758-5690.

SAMPLE LETTER TO OWNER / LIENHOLDER

Date: _____

To: _____

From: _____

Vehicle Information:

Year: _____ Model: _____

Make: _____ VIN / Serial #: _____

The above-described vehicle has been abandoned. Please respond within fifteen (15) days of the date of this letter or action will be taken through the Sheriff's Office to obtain a title and dispose of the vehicle.

A storage fee of \$_____ (assessed at \$8.00 per day), along with any other applicable fees, must be paid at the time you pick the vehicle up.

Note: You may attach copies of invoices to this sample letter and send it by certified mail (return receipt requested) to the registered owner(s) and lienholder(s). Allow 15 days to respond.